



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.co.ontario.ny.us ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 21-029 **POSTING DATE*: FROM:** 8/23/2021 **TO:** 9/1/2021

JOB TITLE: FINANCE CLERK II

RATE OF PAY: 2021 STARTING \$17.04/HR

LOCATION: Public Works Finance

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in accounting, business administration, finance or closely related field; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, in the maintenance of financial accounts and associated financial records; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

Candidate will be appointed on a provisional basis, pending completion of civil service exam to be held at a later date. Permanent appointment will be based on the **Rule of Three.**

APPLICATION DEADLINE / LAST FILING DATE*: 9/1/2021

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 7/22/2020

FINANCE CLERK II

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult work involving responsibility for independently performing and supervising varied financial recordkeeping, reviewing and related tasks. Employees in this position perform double entry bookkeeping. The work requires a general understanding of specific law, office rules, procedures and policies and may be performed on an alpha/numeric keyboard. Employees generally follow a prescribed routine and, in most cases, receive only infrequent general instructions. Work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees and classifies a variety of receipts and expenditures, and distributes according to prescribed procedures;
 Assigns work, reviews and records work done;
 Instructs employees in office specific financial recordkeeping activities;
 Enters information regarding financial records in a prescribed manner;
 Reviews and checks financial records and reports for arithmetical and clerical accuracy, completeness and proper extension;
 Supervises the verification and accuracy of individual financial records including the verification of adequate fund balances in budget accounts;
 Maintains a wide variety of financial reports and records, including ledger and journal entries;
 Calculates and oversees billing for various units;
 Compiles payroll data for review by finance staff;
 Compiles and prepares labor, material and operational cost records and reports;
 Supervises the processing, sorting, indexing, recording and filing of a variety of control records and reports;
 Assists with audits of varied accounts, claims and records;
 Prepares reports from financial records;
 Compiles data for, and prepares and analyzes complex financial and statistical records and reports;
 Prepares reports various governmental meetings and maintains official records of agendas and meeting minutes;
 Operates computing, calculating, check writing and other office machines;
 Assists in the preparation of unit or departmental budget and in maintaining budget control.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good knowledge of modern methods used in maintaining records; good knowledge of office terminology, procedures and equipment; good knowledge of Business Arithmetic, including double-entry bookkeeping and English; ability to understand and carry out oral and written directions; ability to plan and supervise work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; a high degree of accuracy; neatness; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

Continued on Page 2

FINANCE CLERK II

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in accounting, business administration, finance or closely related field; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, in the maintenance of financial accounts and associated financial records; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

APPROVED: DECEMBER 15, 2006

REVISED: 12/29/14; 7/31/15; 12/6/18; 9/11/19

CIVIL SERVICE CLASSIFICATION: COMPETITIVE